



JOB DESCRIPTION

Position Title: **Senior Team Leader**

Working Title: **Communications Maintenance Supervisor**

Class Code: 5323

Exempt

EEO Code: 03

Effective Date: August 30, 2002

Major Function

Supervisory, technical and skilled work, coordinating the maintenance, repair, programming, and installation of communications equipment.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Supervises and trains assigned personnel and schedules all shop work including preventive maintenance on all systems and components. Assures that work priorities are accomplished in a timely manner and assures that all work conforms to applicable codes, ordinances and regulatory agencies.

Supervises and performs repair and maintenance of communications equipment, to include microwave, transmitters, repeater systems, telephone equipment, and two-way radio equipment. Supervises communications equipment repair personnel. Instructs communications personnel in the operation of microwave equipment, transmitters, repeater systems, telephone equipment, two-way radio equipment, and the repair of communications equipment.

Initiates and effectively recommends for final approval by the department director, hiring, termination, performance evaluation, disciplinary and/or commendatory actions for assigned personnel.

Maintains accurate inventory and maintenance records of all equipment and spare parts. Reviews requests' for communication equipment, installation of equipment, and supplies; and coordinates the scheduling of maintenance and repair work.

Performs duties of communications repair personnel as required to meet organizational needs. Performs electronics bench repair duties as required.

Performs after hour on call duties as required by department.

Prepares reports on work performed and the status of communications systems and equipment.

Performs other duties as assigned or as may be necessary.



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Page 2 Working Title: **Communications Maintenance**

Supervisor

Minimum Qualifications

Extensive knowledge of the techniques and methods used in the repair and maintenance of communications equipment, which includes, microwave, base transmitters, repeater systems, mobile radios, mobile telephones, and the use of communications test equipment including systems analyzers. Extensive knowledge of personal computers and related software operations. Knowledge of electrical, electronic and mechanical circuitry as it applies to trouble shooting of electronics circuitry. Knowledge of safety standards and office practices and procedures.

Ability to design and construct solid state circuitry. Ability to read schematics and diagnostic test equipment. Ability to communicate effectively both orally and in writing.

Skilled in the use of electronic tools and test equipment used in the maintenance and repair of communications equipment. Skilled in the use of computers and software to troubleshoot and program microprocessor controlled radios.

High School Diploma or GED, and two (2) years college level electronics course work; or the completion of second level military electronics school, which includes: theory and operation of microwave systems; and five years experience in the field of communications electronics, including two (2) years experience in analog or digital microwave systems maintenance. Experienced in the use of managerial concepts and tools as they apply to coordinating, delegating, evaluating and managing people. Must have one (1) year supervisory experience in addition to technical experience in the communications maintenance field.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position includes working in an office setting as well as a maintenance shop environment. Duties also include exposure to a high noise environment, high dust and dirt environment, exposure to electrical energy. Work environment may also include working in areas exposed to weather, heat, cold, dampness and/or high humidity. Work environment also includes working above or below ground level. May be required to work in areas with poor ventilation. Position requires moderate lifting and carrying of objects weighting between 25 and 50 pounds. Duties require incumbent to be able to distinguish colors and using tools with high manual dexterity.

